

**CENTRAL HIGH SCHOOL DISTRICT OF WESTOSHA
BOARD OF EDUCATION
REGULAR MEETING MINUTES
Tuesday, March 15, 2016**

The committee meetings of the Central High School Board of Education convened in open session at 4:05 p.m. Board members present were Charlene Brandes, Cheryl Baysinger, Dustin Beth, Steven Richter, and Terry Simmons; Mary Ellen Pearsall was not present and the Salem position remains vacant. District Administrator Dr. R. Scott Pierce was also present.

Prior to the meeting, the board hosted a small reception to meet Rachel Schemelin, the Instructional Technology Director candidate. After Executive Session, the Finance and Personnel/Policy Committees prior to the start of the regular board meeting.

Motion was made at 4 p.m. to move to contemplated closed session under Wisconsin Statutes §19.85 (1) (c) and (e) to approve executive session minutes and to discuss professional staff compensation, support staff alternative compensation, employment of Instructional Technology Director, and a personnel financial issue and reconvene in open session to commence the committee and regular meetings. Roll call vote was taken with votes as follows Brandes-yes, Baysinger-yes, Beth-yes, Richter-yes, and Simmons-yes.

Finance Committee

The Finance Committee meeting convened in open session at 5:22 p.m. in the All Purpose Room.

Board of Education Committee Roll Call:

- | | |
|---|--|
| <input type="checkbox"/> Mary Ellen Pearsall (<i>Chair</i>) | <input checked="" type="checkbox"/> Dustin Beth (<i>Alternate</i>) |
| <input checked="" type="checkbox"/> Charlene Brandes (<i>Member</i>) | <input checked="" type="checkbox"/> Steve Richter |
| <input checked="" type="checkbox"/> Terry Simmons (<i>Member</i>) | <input type="checkbox"/> Salem – Vacant |
| <input checked="" type="checkbox"/> Cheryl Baysinger (<i>Alternate</i>) | |

Administration/Others Present:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Scott Pierce | <input checked="" type="checkbox"/> Jacob Holtz |
| <input checked="" type="checkbox"/> Student Ambassador - RL | |

Comments from Citizens

There were no comments from the floor.

Items for Discussion and Possible Action

a. Investment Recommendations

Jake Holtz explained the cash flow projections and graph for the current fiscal year. He has contacted Mike Hallmann about refinancing any of the district's debt; Mr. Hallmann feels there is no need to consider refinancing at this point.

b. *Special Education Consortium Discussion*

The current Special Education Consortium organization will be dissolving at the end of the 2015-2016 school year. Arrangements are in the works to create a new Special Education Consortium group for the coming year.

c. *Update on Nexus Budget*

A current update on the Nexus budget was given to the Finance Committee.

d. *P-Card Information*

The District has used P-Cards on a limited basis in the past years. Mr. Holtz has investigated P-Cards and will be creating a plan to implement the use of the card.

e. *2016-2017 Budget Update*

Mr. Holtz shared the 2016-2017 budget projection with the committee.

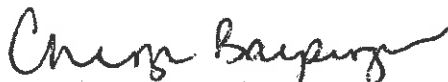
f. *Future Agenda Topics*

Future agenda topics include:

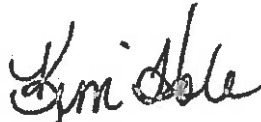
- Mr. Holtz will be providing a budget development session in April and May.

The Finance Committee meeting adjourned at 5:54 p.m.

Respectfully submitted,



Cheryl Baysinger, Clerk
Board of Education



Kim Hole
Recording Secretary

Personnel/Policy Committee

The Personnel/Policy Committee meeting convened in open session at 5:55 p.m. in the All Purpose Room.

Board of Education Committee Roll Call:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Cheryl Baysinger (<i>Chair</i>) | <input checked="" type="checkbox"/> Terry Simmons |
| <input type="checkbox"/> Mary Ellen Pearsall (<i>Member</i>) | <input checked="" type="checkbox"/> Dustin Beth |
| <input checked="" type="checkbox"/> Charlene Brandes (<i>Alternate</i>) | <input type="checkbox"/> Salem – Vacant |
| <input checked="" type="checkbox"/> Steve Richter (<i>Alternate</i>) | |

Administration/Others Present:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Scott Pierce | <input checked="" type="checkbox"/> Jacob Holtz |
| <input checked="" type="checkbox"/> Student Ambassador – RL | |

Comments from Citizens

There were no comments from the floor.

Items for Discussion and Possible Action

a. *First Reading of Neola Policy Updates Volume 25 Number 1:*

Policies 0100 – Definitions; 0142.5 – Vacancies; 0144.3 – Conflict of Interest; 0167.0 – Voting; 1130, 3230, and 4230 (New) – Conflict of Interest; 1400.01 (New) – District Administrator Job Description; 2131.01 – Reading Instructional Goals and Kindergarten Assessment; 3120 – Employment of Professional Staff; 3120.06 – Selecting Student Teachers/Administrative Interns; 3217, 4217, 5772, and 7217 – Weapons; 3440 and 4440 – Job-Related Expenses; 5111 – Eligibility of Resident/nonresident Students; 5113 – Open Enrollment Program (Inter-District); 5113.01 – Course Options; 5200 – Attendance; 5320 – Immunizations; 5460 – Graduation Requirements; 5461 (New) – Children At Risk of Not Graduating from High School (Current 5461 – “Credit for Courses Taken Prior to Enrollment” will be renumbered); 5514.01 (Delete) and 5515 (Renumbered) – Student Use of Motor Vehicles; 6110 – Federal Funds; 6111 – Administration of Grant Programs; 6152 – Student Fees, Fines, Charges, and Resale; 6320 – Purchasing; 7510 – Use of District Facilities; 8310 – Public Records; 8330 – Student Records; 8453.01 – Control of Blood-Borne Pathogens; 8500 – Food Services; 8531 – Free and Reduced-Price Meals; 9700 (Renamed and Revised) – Relations with Non-School Affiliated Groups; and 9700.01 – Advertising and Commercial Activities

Beth/Richter motion was made to move the policies forward to the full board for a first reading with the exception of Policy 1400.01 – District Administrator Job Description. Motion carried unanimously.

b. *Future Agenda Topics*

Future agenda topics include:

- Review and coordination of Policy 1400.01 – District Administrator Job Description and evaluation instrument
- Discuss USDA program after Dr. Pierce’s meeting with Taher

The Personnel/Policy Committee meeting adjourned at 6:47 p.m.

Respectfully submitted,



Cheryl Baysinger, Clerk
Board of Education



Kim Hole
Recording Secretary

Regular Business Meeting

The regular Board of Education meeting was called to order at 6:48 p.m. by President Charlene Brandes. The Pledge of Allegiance followed.

Roll Call was taken. Board members present were: Charlene Brandes, Cheryl Baysinger, Dustin Beth, Steve Richter and. Mary Ellen Pearsall was not present; the Salem position remains vacant. Student Ambassador RL was present; Student Ambassador RH was not present. Administrative Team members present were Dr. R. Scott Pierce, Lisa Albrecht and Gail Netzer-Jensen.

Verification of Agenda Posting

President Brandes verified the agenda was legally and properly posted.

Approval of the Agenda

Beth/Baysinger motion was made to approve the March 15, 2016 agenda. Motion carried 5-0.

Correspondence

Items received included:

- Community Library Packet dated February 22, 2016
- Letter from a Parent regarding the Class of 2016 Valedictorian

The board and Dr. Pierce were polled; no other correspondence was received

Mr. Simmons left during correspondence.

Comments from the Floor

There were no comments from the floor.

Reports

Student Ambassador Report

- Sports are transitioning from winter to spring.
- April 19th is the next Blood Drive.
- Peer Helpers recently held their Truth Tour.
- Forensics took third in the conference.
- The band concert festival was a success; band and choir are leaving on Easter Sunday for their Florida trip.
- Students completed ACT testing last week.

Administrative Reports

Principal's Report

- Target has donated \$600 to the school; it has been added to the principals' student budget.
- Mrs. Albrecht explained the valedictorian process in response to a parent letter.
- FBLA will be attending the State Leadership Conference in La Cross on April 10-12.
- Melissa Bahnson's class has won an Apple Award.
- The Administrative Award of Excellence has been awarded to WCEA.
- ACT and ACT Work Keys testing is now complete.
- The Guidance Department is holding Career Panels.

- Procedures are being reviewed in response to a February 25 lockdown false alarm.
- Minutes and details of the recent Principals Meeting were emailed to the board.
- Details of 8th Grade Geometry students were explained.
- The update for Strategy 1 was included during the Finance Committee Meeting.

Superintendent's Report

- *District Guidelines for Hospitalization and Memorials/Memorial Scholarship Fund Contributions*

Dr. Pierce explained the guidelines that have been used in the District Office for employee hospitalization, memorials, and contributions to the Memorial Scholarship Fund. Past contributions have been \$25 but will now be increased to \$50.

- *Introduction of BoardDocs*

The impending partnership of BoardDocs and Neola will help ease the creation and communication of paperless board meetings. The capabilities of BoardDocs include three levels of access for meetings: public, administrative, and board. Policies will be handled through BoardDocs. They will also be visible through BoardDocs. The districts of Kettle Moraine and Monona Grove currently use BoardDocs. The board will meet at 4 p.m. on April 19 for a short BoardDocs demonstration.

Board Reports

- *Charlene Brandes – February 25th Board Presidents/District Administrators Meeting*
The meeting was attended by Board Presidents and District Administrators from Central and the feeder schools. Several topics were discussed and a copy of the minutes were shared with the board.

Consent Agenda Items

Beth/Baysinger motion was made to approve the consent agenda items. Policy 1400.01 – District Administrator Job Description was not moved forward from the Personnel/Policy Committee. Motion carried 4-0. Consent items were as follows:

- a. Approval of Board Minutes
 - 1) February 16, 2016
 - 2) February 23, 2016 Special Meeting – Negotiations Committee
- b. Approval of Items brought forward from Committee Meetings and other Consent Agenda Items
 - 1) Approval of Extended Trip Request – FBLA State Leadership Conference to La Crosse April 10-12, 2016
 - 2) Approval of \$50 Contribution to the Memorial Scholarship Fund in Memory of Francine Werlinger, Melissa Butler's Mother
 - 3) Approval of 2015-2016 Extra Curricular Contracts for
 - a) Scott Dingee, Boys Track and Field Assistant Coach (.5)
 - b) Luis Totera – Girls Soccer Head Coach
 - c) Jon Kao and Matt Eggert – Girls Soccer Assistant Coaches
 - d) Peggy Clark, Neil Daniels, Bryanna Heckel, Stacey Nutting, and Chad Plants – Softball Assistant Coaches
 - 4) Approval of Youth Options Requests for Fall 2016

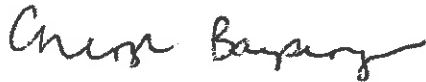
- 5) Approval of First Reading of Neola Policy Updates Volume 25 Number 1:
Policies 0100 – Definitions; 0142.5 – Vacancies; 0144.3 – Conflict of Interest; 0167.1 – Voting; 1130, 3230, and 4230 (New) – Conflict of Interest; 1400.01 (New) District Administrator Job Description; 2131.01 – Reading Instructional Goals and Kindergarten Assessment; 3120 – Employment of Professional Staff; 3120.06 – Selecting Student Teachers/Administrative Interns; 3217, 4217, 5772, and 7217 – Weapons; 3440 and 4440 – Job-Related Expenses; 5111 – Eligibility of Resident/Nonresident Students; 5113 – Open Enrollment Program (Inter-District); 5113.01 – Course Options; 5200 – Attendance; 5320 – Immunizations; 5460 – Graduation Requirements; 5461 (new) – Children At Risk of Not Graduating from High School (Current 5461 – “Credit for Courses Taken Prior to Enrollment” will be renumbered); 5514.01 (Delete) and 5515 (Renumbered) – Student Use of Motor Vehicles; 6110 – Federal Funds; 6111 – Administration of Grant Programs; 6152 – Student Fees, Fines, Charges, and Resale; 6320 – Purchasing; 7510 – Use of District Facilities; 8310 – Public Records; 8330 – Student Records; 8453.01 – Control of Blood-Borne Pathogens; 8500 – Food Services; 8531 – Free and Reduced-Price Meals; 9700 (Renamed and Revised) – Relations with Non-School Affiliated Groups; and 9700.01 – Advertising and Commercial Activities

Items for Discussion and Possible Action

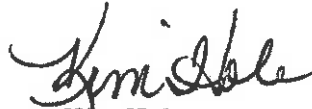
- a. *Review of 2015-2016 Budget versus Actual and Vendor Check List*
 Mr. Holtz presented the 2015-2016 budget versus actual and the most recent Vendor Check List for the board's review. There were no questions.
- b. *Approval to Dispense Reading of and Approve February Treasurer's Report (Report is available for review)*
 Beth/Baysinger motion was made to dispense the reading of and approve the February Treasurer's Report. Motion carried 4-0.
- c. *Approval of 2016-2017 Employment Contract for Rachel Schemelin, Director of Instructional Technology*
 - 1) *Approval of 2015-2016 Employment Agreement with Rachel Schemelin, Director of Instructional Technology, with Start Date of Tuesday, May 3, 2016*
 Baysinger/Richter motion was made to approve the 2016-2017 employment contract and the 2015-2016 employment agreement with the start date of Tuesday, May 3, 2016 for Rachel Schemelin, Director of Instructional Technology. Motion carried 4-0.
- d. *WASB Webinars*
 Board members were asked to identify their interest in WASB webinars. Pupil Expulsions has been ordered and will be activated. Additional webinars will also be ordered.
- e. *Appointment of Board of Canvassers and Set Canvassers Meeting Date*
 The Board of Canvassers will consist of Cheryl Baysinger and two district resident employees. The canvassers will meet on Tuesday, April 12, at a time to be determined.

The Committee of the Whole meeting adjourned at 7:51 p.m.

Respectfully submitted,



Cheryl Baysinger, Clerk
Board of Education



Kim Hole
Recording Secretary

Date Minutes Approved: April 19, 2016

Presiding Officer's Signature: Charlene Brandes